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**411<sup>th</sup> BSB**  
**Environmental Management System's**  
**Cross Functional Team**  
**28 April 2004**  
**Meeting Summary**

The EMS Coordinator, Ms. Kimmerly, requested the last comments on the Draft Implementation Plan. The comments and suggestions for improvement provided by the attendees were incorporated into the document and the plan will be presented to LTC Vanderpot for Command approval. The Final Implementation Plan will be presented to the Environmental Quality Control Committee during the EMS Kick-off during the 03 June 2004 EQCC Meeting.

Discussion was held concerning the best method of approaching Aspect Identification. The decision was made to use the existing Army Building Registry Database which lists usage/type codes for all activities occurring on a building by building bases within the BSB (category codes = environmental aspect). An example of the category code identification system was provided to the members (i.e. 6105000 = Admin/General Purpose).

The CFT members were reminded to develop unit Mission Focus information for their respective units. Ms. Kimmerly and Ms. Osborne-Flesch will continue to serve as resources to help CFT members gather this information, if so requested.

Each attendee was presented a Cross Functional Team Manual with the following information:

- 1) Hardcopies of:
  - Examples of Category Codes.

The monthly recurring meetings will continue to be held on the last Wednesday of each month at 13:30 hrs (26 May 2004; 30 June 2004; 28 July 2004, etc.). These meetings will be conducted in the Casablanca Room, Building 31, Campbell Barracks.

**Attendees:**

Ms. Arrie Carson, DECA  
Mr. Stuart Yowler, Golf Course  
Ms. Tara Swanson, HMEDDAC  
MSG James Byrnes, 30<sup>th</sup> Med Bde



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Mr. Jason Dickerson, DDDE  
Ms. Sophie Zach, SJA VCorps  
MAJ Shawn Boos, 30<sup>th</sup> Med Bde

Elizabeth Kimmerly  
411<sup>th</sup> BSB DPW EMO  
EMS Coordinator

**DISTRIBUTION:**

Cross Functional Team Members  
MAJ Capps, 411<sup>th</sup> BSB DPW  
Mr. Taylor, 411<sup>th</sup> BSB DPW  
Mr. Graves, 411<sup>th</sup> BSB  
LTC Vanderpot, 411<sup>th</sup> BSB